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Bulletin Number	35667BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Community and Senior Services
Position Title	SENIOR HUMAN RELATIONS CONSULTANT
Exam Number	f8123B
Filing Type	Open Continuous
Filing Start Date	07-May-2014
Salary Type	Monthly
Salary Minimum	4667.64
Salary Maximum	6122.10
Position/Program Information	<p>Has immediate responsibility for specific human relations program elements or activities, and provides technical consultation and advisory services in the field of human relations. Positions allocable to this senior-level class generally report to and receive administrative and technical supervision from a Human Services Administrator I. These positions perform the full range of duties performed by the lower level class of Human Relations Consultant and are distinguished from this class by having at least two of the following additional responsibilities: acting as team leader on a program elements such as leadership training, research, communication, conflict resolution, community organization or the preparation of major published reports; acting as a subject matter expert in areas such as legislation, ethnic communities, housing education, employment, or providing staff assistance to one of the four committees of the Commission on Human Relations. Incumbents must demonstrate an in-depth knowledge of community issues while exercising the verbal, written, and analytical skills required to independently handle the more sensitive and complex human relations issues and to mentor and provide technical direction to less experienced human relations consultants.</p>
Essential Job Functions	<p>As a team leader; provides technical direction to staff assigned and engaged in a program or project.</p> <p>Acts as staff assistant to a committee of the Commission on Human Relations by providing administrative and technical assistance and preparing reports on issues and topics of interest to the committee.</p> <p>Confers with and serves in a resource capacity to community agencies, groups, and organizations to analyze and evaluate community conditions that impact Human Relations and develop activities to address those conditions.</p> <p>Develops, implements, and evaluates Human Relations educational and training programs and conferences.</p> <p>Assists community groups and organizations to resolve inter-group conflicts.</p> <p>Records and prepares official reports of hate incidents such as racial, ethnic, homophobic, religious, or gender-related violence incidents; contacts victims or police to obtain details of and verify incidents; advises victims of available assistance and refers to appropriate agency; collects and analyses data and participates in the development of programs to reduce and prevent such incidents.</p> <p>Prepares written materials such as research reports, booklets, newsletters, and press releases on human relations matters including policies and legislation for publication and distribution; and conducts research on human relations topics.</p> <p>Promotes understanding and support of commission's policies, programs, and initiatives throughout the County communities.</p>

Maintains high level of expertise on the human relations field and human relations issues in Los Angeles County.

Acts as staff assistant to a committee of the Commission on Human Relations by providing administrative and technical assistance and preparing reports on issues and topics of interest to the committee.

Requirements

SELECTION REQUIREMENTS

OPTION I:

A Bachelor's degree* from an accredited** college with specialization in the social sciences or a closely related field of the behavioral sciences and completion of one year of graduate coursework* in an accredited** college with specialization in the social sciences or a closely related field of the behavioral sciences - AND - Three (3) years of experience in human relations work concerned with (1) the improvement of inter-group relations; or (2) delinquency prevention; or (3) community welfare or social development programs. One additional year of the required experience will be accepted for the one year of graduate coursework*.

OPTION II:

Two years of experience as a Los Angeles County Human Relations Consultant****.

Physical Class

Physical Class 2: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

****To qualify under option 2, applicants must have County status in this class, as evidenced by holding or having held such payroll title. NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED.

***In order to receive credit for any type of college degree, such as a Bachelor's or Master's degree, or for one year of specialized graduate coursework, you must attach a legible copy of the diploma and/or official transcripts, or official letter from the accredited institution which shows the areas of specialization with your application, or during the examination process.**

Accreditation Information

Accreditation:

**Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc.

Examination Content

This examination will consist of an oral interview covering training, experience, and general ability to perform the duties of this position weighted 100%.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Special Information

Appointees may be required to work any shift including evenings, nights, weekends and holidays.

A thorough background investigation (including fingerprint search) will be required of candidates. Candidates who are found to be unsuitable for employment will be removed from the eligible list pursuant to Civil Service Rule 6.04.

Vacancy Information

The resulting eligible register for this examination will be used to fill a vacancy in the Human Relations Branch within the Department of Community and Senior Services.

Eligibility Information

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift
County of Los
Angeles
Information

PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE REGISTER DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

Any

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Application and
Filing Information

APPLICATIONS MUST BE COMPLETED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. We must receive your application by 5:00 pm, PST, on the last day of filing.

We may reject your application at any time during the selection process.

We may close this examination without prior notice.

This exam will reopen as the needs of the service require.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate

your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

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California Relay Services Phone	(888) 123-4567

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